



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC0121N18

JUDICIAL OPERATIONS MANAGER

Opening Date: 1/19/18

Closing Date: 1/28/18

Vacancy Exists

Salary: \$41,536 - \$43,979 (85% - 90% of Midpoint) Pay Grade 13

Recruiting For: Superior Court of Delaware

Location: Sussex County Courthouse, Georgetown **(Please check this county on your application).**

Nature and Scope: This position is the head of the Civil Administration Department and directly supervises other staff. The incumbent must be able to perform the duties assigned to the position while overseeing a very demanding, fast-paced work area. The position requires the incumbent to have knowledge of and/or ability to perform a vast array of court-related responsibilities such as: Use both File & ServeXpress and Contexte to ensure timely processing of all new civil e-file cases, writs, and appeals, as well as the uploading of conventionally filed cases. This position will also serve as backup for the Criminal Department's Judicial Operations Manager.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Three years experience in legal case flow management which includes managing cases as they move through the legal process.
2. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Six months experience in narrative report writing & statistical preparation.
5. Six months in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
6. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://www.ben.omb.delaware.gov/>.

Submitting Your Application:

Visit the website at <http://courts.delaware.gov/Career/index.stm> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@state.de.us
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer